

JOB DESCRIPTION

JOB TITLE: Administrative Clerk

GRADE: 5

JOB CODE: 1404

DATE: 3/20/95

GENERAL FUNCTION: Under supervision, performs routine clerical functions such as typing, clerical, and general office duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Collates, files, prepares documents and reports for processing or payment.

Types simple and routine letters, forms, etc.

Maintains documents and reports.

Audits reports for accuracy. Posts data for statistical records. Codes information. Verifies information.

Keeps simple time and attendance records.

Performs receptionist duties.

Operates office machines such as copier, calculator, video terminal, microfilm or audio-visual equipment.

Opens and sorts mail. Distributes mail to appropriate offices.

Inventories office or stock supplies. Orders office supplies.

Performs basic bookkeeping duties such as counting receipts, bank deposits and payment vouchers. Audits documents for accuracy and batches documents. Compiles and arranges information to be used in reports.

SUPERVISION RECEIVED: Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously with supervision available to answer questions.

SUPERVISION EXERCISED: Position is not assigned direct supervisory responsibilities; however, proofreading or checking work in a clerical process for accuracy may be a requirement.

JOB SPECIFICATIONS:

Knowledge and Abilities:

JOB TITLE: Administrative Clerk (continued) **JOB CODE:** 1404

Minimum Education, Training, and Experience Requirements: High School Diploma or GED. One year of experience in clerical and general office duties.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.